

**SME-FOCUSED FIRMS SUBMISSION FORM**

**Please do not alter this submission template.** If a question does not apply to you, please leave it blank.

**If something is confidential, mark it as such throughout.**

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**A. PRELIMINARY INFORMATION**

|  |
| --- |
| A1 **Firm name** |
|  |

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| --- |
| A2 **Area** |
| SME-focused Firms |

|  |
| --- |
| A3 **Location** |
|  |

| A4 **Contact person to arrange interviews about this area** | | |
| --- | --- | --- |
| Name | Email | Telephone number |
|  |  |  |

**B. FIRM INFORMATION**

|  |
| --- |
| B2 **Total number of partners** |
|  |
| B3 **Number of other qualified lawyers** |
|  |

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| --- |
| B10 **Key information about the firm**  *Tell us the type of work your firm does for SME clients and detail your key lawyers* |
|  |

**WORK HIGHLIGHTS AND CLIENTS**

**Provide details of up to a total of ten work highlights for this area. Matters may be either listed as publishable or confidential but the total should not exceed ten. The division of publishable and confidential work does not have to be a 5:5 split (ie you may change it to 1:9 or any other combination)**

**D. PUBLISHABLE INFORMATION**

All information in section 'D' is considered PUBLISHABLE.  
Do not include any confidential information in this section. Confidential information can be included in section 'E'. Information in section 'D' may be printed in Chambers and Partners publications. If any part of a matter is confidential it should be included in section 'E' not this section 'D'.

|  |  |  |
| --- | --- | --- |
| D0 **– PUBLISHABLE CLIENTS –** List ofyour firm's PUBLISHABLE clients. Please indicate whether a client is a new client (within the last 12 months). If this information is not known, leave the field blank. | | |
|  | **Name of Client** | **New Client (Yes/No)** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |
| **9** |  |  |
| **10** |  |  |

|  |
| --- |
| **Publishable Matter 1** |
| D1 Name of client *–* this will be publishable. If you cannot reveal the client’s name, give a general description. |
|  |
| D2 Summary of matter – what work has your firm done for the client in the 12 months prior to the submission deadline? |
| *Your first sentence should tell us what work you’ve done for this client in the past 12 months.*  *You can use the rest of your write up to provide extra context about the client.*  *Work highlights should be succinct and usually won’t require more than one paragraph.* |
| D3 Key lawyer/s |
|  |
| D4 Other team members |
|  |
| D5 Other information about this matter – e.g. link to press coverage |
|  |

**IMPORTANT: Please do not exceed one page per matter.**

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| --- | --- | --- |
|  | |  |
| **Publishable Matter 2** |
| D1 Name of client *–* this will be publishable. If you cannot reveal the client’s name, give a general description. |
|  |
| D2 Summary of matter – what work has your firm done for the client in the 12 months prior to the submission deadline? |
|  |
| D3 Key lawyer/s |
|  |
| D4 Other team members |
|  |
| D5 Other information about this matter – e.g. link to press coverage |
|  |

**IMPORTANT: Please do not exceed one page per matter.**

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|  |  |
| **Publishable Matter 3** |
| D1 Name of client *–* this will be publishable. If you cannot reveal the client’s name, give a general description. |
|  |
| D2 Summary of matter – what work has your firm done for the client in the 12 months prior to the submission deadline? |
|  |
| D3 Key lawyers |
|  |
| D4 Other team members |
|  |
| D5 Other information about this work – e.g. link to press coverage |
|  |

**IMPORTANT: Please do not exceed one page per matter.**

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| **Publishable Matter 4** |
| D1 Name of client *–* this will be publishable. If you cannot reveal the client’s name, give a general description. |
|  |
| D2 Summary of matter – what work has your firm done for the client in the 12 months prior to the submission deadline? |
|  |
| D3 Key lawyer/s |
|  |
| D4 Other team members |
|  |
| D5 Other information about this matter – e.g. link to press coverage |
|  |

**IMPORTANT: Please do not exceed one page per matter.**

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| **Publishable Matter 5** |
| D1 Name of client *–* this will be publishable. If you cannot reveal the client’s name, give a general description. |
|  |
| D2 Summary of matter – what work has your firm done for the client in the 12 months prior to the submission deadline? |
|  |
| D3 Key lawyer/s |
|  |
| D4 Other team members |
|  |
| D5 Other information about this matter – e.g. link to press coverage |
|  |

**IMPORTANT: Please do not exceed one page per matter.**

**E. CONFIDENTIAL INFORMATION**

All information in section 'E' is considered CONFIDENTIAL and NOT FOR PUBLICATION.

Information in this section will only be used for our internal ranking purposes. If any part of a matter is confidential it should be included in this section 'E' not section 'D'.

|  |  |  |
| --- | --- | --- |
| E0 **– CONFIDENTIAL CLIENTS –** List of your firm's CONFIDENTIAL clients. Please indicate whether a client is a new client (within the last 12 months). If this information is not known, leave the field blank. | | |
|  | **Name of Client** | **New Client (Yes/No)** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
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| **9** |  |  |
| **10** |  |  |

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| **Confidential Work Highlights in last 12 months** |  |
| **Confidential Matter 1** |
| E1 Name of client (for ranking purposes only) |
|  |
| E2 Summary of matter – what work has your firm done for the client in the 12 months prior to the submission deadline? |
|  |
| E3 Lead lawyer |
|  |
| E4 Other team members |
|  |
| E5 Other information about this matter – e.g. link to press coverage |
|  |

**IMPORTANT: Please do not exceed one page per matter.**

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|  |  |
| **Confidential Matter 2** |
| E1 Name of client (for ranking purposes only) |
|  |
| E2 Summary of matter – what work has your firm done for the client in the 12 months prior to the submission deadline? |
|  |
| E3 Lead lawyer |
|  |
| E4 Other team members |
|  |
| E5 Other information about this matter – e.g. link to press coverage |
|  |

**IMPORTANT: Please do not exceed one page per matter.**

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| **Confidential Matter 3** |
| E1 Name of client (for ranking purposes only) |
|  |
| E2 Summary of matter – what work has your firm done for the client in the 12 months prior to the submission deadline? |
|  |
| E3 Lead lawyer |
|  |
| E4 Other team members |
|  |
| E5 Other information about this matter – e.g. link to press coverage |
|  |

**IMPORTANT: Please do not exceed one page per matter.**

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| **Confidential Matter 4** |
| E1 Name of client (for ranking purposes only) |
|  |
| E2 Summary of matter – what work has your firm done for the client in the 12 months prior to the submission deadline? |
|  |
| E3 Key lawyer/s |
|  |
| E4 Other team members |
|  |
| E5 Other information about this matter – e.g. link to press coverage |
|  |

**IMPORTANT: Please do not exceed one page per matter.**

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|  |  |
| **Confidential Matter 5** |
| E1 Name of client (for ranking purposes only) |
|  |
| E2 Summary of matter – what work has your firm done for the client in the 12 months prior to the submission deadline? |
|  |
| E3 Key lawyer/s |
|  |
| E4 Other team members |
|  |
| E5 Other information about this matter – e.g. link to press coverage |
|  |

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